

Plumbers and Gas Fitters Board

Mailing Address:
P.E. (Pep) Pilgreen
10270 Highway 80 East
Montgomery, Alabama 36117

Phone: 334-272-2697

Email: pepilgreen@pilgreen.com

Executive Director

Salary: Commensurate with experience in the range of \$75,000 - \$113,000 per annum
Applications accepted through: June 30, 2012

JOB DESCRIPTION

The Executive Director is a full-time employee and serves at the pleasure of the Board.

The Executive Director for the Plumbers and Gas Fitters Examining Board for the State of Alabama located in Birmingham, Alabama, conducts the operation of the Plumbers and Gas Fitters Examining Board in accordance with the Code of Alabama, Section 34-34-1 through 34-37-18. The Board examines, certifies, and regulates plumbers, gas fitters, and medical gas piping fitters on a statewide basis.

The Executive Director is responsible for the day-to-day management of direct reports as well as the overall management of (18-24) staff, some located in different locations within the state.

RESPONSIBILITIES

The Executive Director works under the Board in planning all aspects of the Board's operations, including setting priorities and job assignments, Monitor operations of all departments, appearance and cleanliness of facility, staff and morale of staff. Follow State of Alabama Employment policies and procedures. Manage budgets and business practices to include labor costs, payables and receivables. Develop positive relationships on behalf of the Board with the government regulators, licensees, and the community at large.

MINIMUM REQUIREMENTS

Bachelor's Degree from an accredited college or university in a related field preferred

Five years applicable management or comparable experience, including:

- Personnel management
- Develop and manage budget
- Develop/implement policies and procedures
- Develop employee training
- Respond to inquiries
- Disseminates public information
- Develop working relationships
- Meet with legislative members or staff
- Records management

Written and verbal fluency in English

Experience communication with and presenting to diverse audiences, board members, employees, outside partners, or equivalent.

Ability to lift 50 lbs.

Must be able to occasionally travel and adjust work schedule as required. |

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HOW TO APPLY

Submit Resume To:

P.E. (Pep) Pilgreen, Board Chair
10270 Highway 80 East
Montgomery, Alabama 36117

Email: pepilgreen@pilgreen.com

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**THE PLUMBERS AND GAS FITTERS EXAMINING BOARD IS AN EQUAL OPPORTUNITY
EMPLOYER**